

EXTENDED DAY FOR LEARNING (EDL), PARAPROFESSIONAL (TA) POSTING

Applications are now being accepted for part-time (TA) hourly positions for the current school year in Saint Paul Public Schools Office of Alternative Education (OAE) elementary and secondary Extended Day for Learning (EDL) program. EDL paraprofessionals work after school for up to 2 hours per day, two, four or five days per week depending on site.

EDL offers after school classes for students in the areas of reading, math, and academic enrichment (elementary and middle). Most EDL programs run October through May.

Applications may be submitted at http://hr.spps.org/search_jobs_and_apply.html

Qualifications

- Must currently be holding a TA title.
- Successful experience working with students.
- Good oral and written communication skills.
- Ability to work with diverse populations of students and families.
- Ability to work cooperatively with teachers and supervisors.
- Responsible work and attendance.

Knowledge, skills and abilities:

- Basic skills in reading, writing and mathematics.
- Basic skills in typing and duplicating may be required for some positions.
- Ability to develop good relationships with students and staff.
- Ability to be sensitive to the needs of others.
- Ability to relate to students with warmth, friendliness and understanding.
- Lifting may be required for some paraprofessional positions.
- Responsible work/attendance.

Responsibilities

- Help with snack distribution and supervision.
- Work in classrooms assisting teachers with students.
- Prepare, duplicate, and/or assemble materials for teachers.
- Provide general office help, may include attendance entry into CAMPUS.
- Assist with student transportation including walking lines, adult pickup, and/or bus loading after EDL dismissal.
- Attend EDL training and staff meetings as needed.
- Other duties as assigned by the EDL site leader, building principal, or OAE staff.

Compensation

Compensation is the hourly rate as specified in the labor agreement with the Saint Paul Public Schools. All EDL employees are paid on a two-week hold back. Employment in the EDL program is at will. The school district can terminate the employment of an individual working for EDL at any time, with or without cause, and with or without notice.

Equal Opportunity Employment

Saint Paul Public Schools is an equal opportunity employer and is committed to an inclusive workplace environment.